

CIA INTERNAL USE ONLY

SS 93/62  
5 June 1962

MEMORANDUM FOR: Chief, CIA/PAD (NPIC)

FROM: Acting Chief, PAD/SS

SUBJECT: Work Shifts in PAD

1. In answer to your request for comments if PAD went on shifts and NPIC did not, the following is submitted.

2. In so far as the Requirements Section is concerned, it is felt that if each shift overlaps the NPIC day shift at least one hour all necessary business can be effected.

3. The Support Section envisions no specific problems as long as there is overlap with NPIC shift.

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4. It is felt that  should work hours that coincide with Operations.

5. The sec/stenos will find shift work hardest to adjust to - night hours in this vicinity, car pools with NPIC personnel, etc.

6. As a suggestion, rather than shifts, work a five day, ten hour week provided overtime can be paid.

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